



Town of Wenham

Selectmen / Town Administrator

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MEMORANDUM

TO: Board of Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: July 24, 2018

Personnel

During the FY19 budget process, the Town decided to split staffing support for our land use boards into two part-time, 19 hour/week positions effective July 1. Margaret Hoffman is still the Planning Coordinator but has reduced her hours. Margaret continues to provide primary support to the Planning Board and Zoning Board of Appeals, and is generally in Town Hall on Tuesdays and Thursdays. In May, we posted the new Conservation and Open Space Coordinator position that will staff those two committees. After conducting interviews with several highly qualified candidates, we selected Melissa Berry to fill this position. Melissa is currently finishing up a Masters in Biology with a specialization in Ecology at Boston University and has completed almost all of the Massachusetts Association of Conservation Commission's certificate program coursework. Both committee chairs were involved in this hiring process. Melissa's first day is expected to be Monday August 13. She will generally be in the office on Mondays, Wednesdays, and Fridays to ensure that someone in Planning is always in Town Hall when we are open. However, during the initial transition period, Melissa will be in the office on Tuesdays instead of Fridays so she can be brought up to speed on the various ongoing issues and projects.

We also recently selected Jennifer Flynn as the new Council on Aging Outreach Marketing Coordinator. This part-time, 12 hour/week, position supports the COA Director in conducting targeted outreach to our seniors, creating marketing materials, coordinating educational programs, and similar administrative tasks. Jen will also assist in our Age- and Dementia-Friendly Community Initiative that the Town is currently actively engaged in developing.